

23 MAR 1975

ADMINISTRATIVE - INTERNAL USE ONLY

76-735

STATINTL

1. Confirming our telecon of 19 March 1976, I phoned Mr. Charles Clark, Office of Federal Management Policy [now under the Office of Management and Budget (OMB) rather than the General Services Administration (GSA)] to determine the status of the draft Federal Management Circular discussed in the references.

2. According to Mr. Clark, OMB received twenty-five agency responses to the draft. They completed their evaluation of the responses 19 March 1976, and expect some modifications in the areas of minority business and cafeteria services. Mr. Clark will be submitting the final draft to the Interagency Committee, which now includes only OMB and the Civil Service Commission, for review and approval; and he expects that the final Circular will be issued in June. He said there is no question that the Circular will be issued, only a question of the extent to which it will be modified before issuance. He doesn't think very many changes will be made. The final Circular will be issued as an OMB rather than GSA Circular.

3. As stated in Reference (a), we are available to work with your officers in developing Agency implementing procedures. Recordkeeping and reporting systems will also have to be developed and implemented by this Division. We will do so when the final Circular is received.

STATINTI

Chief
Real Estate Branch, RECD/OL

ADMINISTRATIVE - INTERNAL USE ONLY

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| SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM | | | |
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| UNCLASSIFIED | CONFIDENTIAL | SECRET | |
| OFFICIAL ROUTING SLIP | | | |
| TO | NAME AND ADDRESS | DATE | INITIALS |
| 1 | CIA RSP | 25 Mar 76 | EJ |
| 2 | DD/Pers/SP | 25 Mar 76 | HD |
| 3 | DD/Pers. | 26 MAR 76 | 26 MAR 1976 |
| 4 | DD/Pers/SP See: Your have the next line | | |
| 5 | | | |
| 6 | | | |
| ACTION | DIRECT REPLY | PREPARE REPLY | |
| APPROVAL | DISPATCH | RECOMMENDATION | |
| COMMENT | FILE | RETURN | |
| CONCURRENCE | INFORMATION | SIGNATURE | |
| Remarks: <i>Latest information on space for non-Federal activities</i> | | | |
| DAN 8-8262 8-8111 | | | |
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| FROM: NAME, ADDRESS AND PHONE NO. | DATE | | |
| UNCLASSIFIED | CONFIDENTIAL | SECRET | |

GENERAL SERVICES ADMINISTRATION
OFFICE OF FEDERAL MANAGEMENT POLICY

REF ID: A6512
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FEDERAL MANAGEMENT CIRCULAR

✓ FMC 73-1: Federal Management Circulars and Notices

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS August 30, 1973

1. Purpose. This circular establishes the General Services Administration's series of Federal Management Circulars and Notices which are used to communicate Federal management policy and information to the executive departments and establishments.

2. Background. This circular is prepared pursuant to Presidential Executive Order 11717 of May 9, 1973, subject: Transferring Certain Functions from the Office of Management and Budget to the General Services Administration and the Department of Commerce. The Order transferred to the Administrator of General Services, effective April 15, 1973, all functions being performed on April 13, 1973, by:

a. The Financial Management Branch, the Procurement and Property Management Branch, and the Management Systems Branch of the Organization and Management Systems Division; and

b. The Management Information and Computer Systems Division with respect to policy control over automatic data processing (except those functions relating to the establishment of Government-wide automatic data processing standards).

3. Policy intent. The circulars and notices are intended to provide the media through which national policies with respect to the Government-wide management functions transferred to GSA by Executive Order 11717 will be transmitted to executive departments and establishments. These circulars and notices will address Government-wide policy and administration in the areas of general management systems, financial management, automated data processing management, property management, and procurement management. The Federal Management Circulars and Notices will also serve as successors to OMB Circulars and Notices in the transferred functional areas.

Attachment

GENERAL SERVICES ADMINISTRATION
OFFICE OF FEDERAL MANAGEMENT POLICY

FEDERAL MANAGEMENT CIRCULAR

Number and Subject

TO: HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

(Date of approval)

1. Purpose. This circular/notice establishes policies and procedures....
2. Effective date. (Use only if effective date is to be other than date of signature.)
3. Cancellation/rescission/supersession. This circular/notice rescinds....
4. Background. (State appropriate reference, including statutory provisions, authorities, or other directives.)
5. Policy intent. (State the policy objective of the circular or notice and the reasons therefor to the extent necessary to provide a basis against which the specific directives of the circular or notice are to be interpreted.)
6. Applicability and scope.
 - a. The provisions of the circular/notice ... apply to
 - b. Its provisions do not apply to cover
7. Definitions. (State the meaning of a word or words.)
8. Policies and procedures.
 - a. (Appropriate headings.)
 - (1) (Highlight basic policy, guidance, and directional material in directive even though details are in attachments or exhibits.)
 - (2) ...
9. Responsibilities.
 - a. Heads of executive departments and establishments are responsible for
 - b. The (position title), (organization), is responsible for
10. Reporting requirement. (List forms, reports, or records required or eliminated by the directive. Report shall include ...; report is due)
11. Attachments. (List attachments or exhibits.)
12. Inquiries. Further information concerning this circular/notice may be obtained by contacting:

General Services Administration (Correspondence symbol)
Washington, DC 20405

Telephone: IDS (number)
FTS (number)

1/ This format will be used for both circulars and notices with appropriate paragraphs used as required.

4. Scope. The provisions of any Federal Management Circular or Notice shall be observed by every department and establishment insofar as the subject matter pertains to the affairs of such department or establishment.

5. Definition. The term "departments and establishments" includes any executive department, independent commission, board, bureau, office, agency, Government-owned or -controlled corporation, or other establishment of the Government, including any regulatory commission or board and the municipal government of the District of Columbia but not the legislative or judicial branches of the Government.

6. Types of issuances.

a. Two types of material are issued in this series:

(1) Federal Management Circulars (FMC). Federal Management Circulars are used to issue permanent policy statements or procedures of continuing effect. They will be updated as required by page changes or complete reissues. Revisions will be promulgated as a part of or attached to transmittal letters. Federal Management Circulars are classified by type of document, year, and chronological order; for example, FMC 73-1 is the first Federal Management Circular issued in calendar year 1973.

(2) Federal Management Notices (FMN). Federal Management Notices are used to issue instructions requiring single or one-time action by departments and establishments or material of a transitory nature. They are canceled after the required action has been taken, or automatically at the end of 1 year. They will be updated as required by page changes or complete reissues. Federal Management Notices are classified by type of document, year, and chronological order; for example, FMN 74-5 is the fifth Federal Management Notice issued in calendar year 1974.

b. Federal Management Circulars and Notices will be prepared in accordance with the format requirements of attachment A of this circular.

7. Distribution. Federal Management Circulars and Notices will be distributed only to the heads of executive departments and establishments and agency officials who have been authorized by the heads of the departments and establishments to receive them. Agency officials are responsible for adequate dissemination of Federal Management Circulars and Notices within their agencies.

8. Responsibilities.

a. The Associate Administrator for Federal Management Policy, General Services Administration, is responsible for the development, interagency coordination, and the subject matter of the Federal Management Circular and Notice series. The Assistant Administrator for Administration, General Services Administration is responsible for conformance of Federal Manage-

ment Circulars and Notices to the standards and guidelines of the GSA External Issuance System.

b. The heads of executive departments and establishments, including GSA, shall be responsible for prompt and effective compliance with Federal Management Circulars and Notices within their agencies. Each agency directive implementing a Federal Management Circular or Notice shall be clearly cross-referenced to, or accompanied by, the applicable Federal Management Circular or Notice.

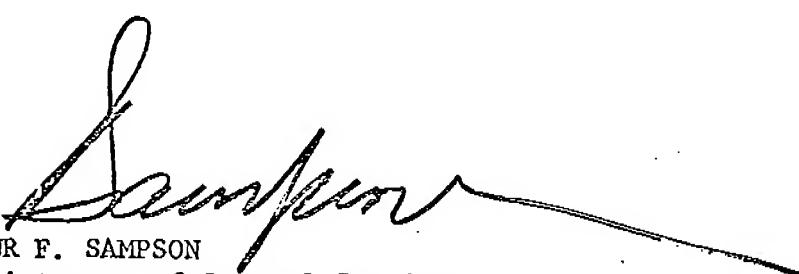
9. Authority. Federal Management Circulars and Notices will be signed by the Administrator of General Services or his designee.

10. Other regulations. Attention is directed to the Federal Procurement Regulations (FPR) and the Federal Property Management Regulations (FPMR), also issued by the General Services Administration, which are promulgated independently of the Federal Management Circular and Notice series.

11. Inquiries. Further information concerning this circular may be obtained by contacting:

General Services Administration (AMM)
Washington, DC 20405

Telephone: IDS 183-6962
FTS 202-343-6962


ARTHUR F. SAMPSON
Administrator of General Services